



**STATE OF MONTANA  
MONTANA DEPARTMENT OF TRANSPORTATION  
JOB PROFILE AND EVALUATION**

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***SECTION I - Identification***

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**Working Title:** Facilities Reviewer

**Department:**  
Transportation

**Class Code Number:** 131857

**Division & Bureau:**  
Maintenance Division  
Facilities Bureau

**Class Code Title:** Project Facilitation Specialist

**Section & Unit:**

**Pay Band:** 7

**Work Address:**  
2701 Prospect Ave.  
Helena, MT 59601

**Position Number:** 41004

☐ FLSA Exempt

☒ FLSA Non-Exempt

**Profile Completed By:**

Jonathon Swartz, Maintenance Division Administrator

**Work Phone:**

406 444-6158

**Work Unit Mission Statement or Functional Description:**

The MDT's mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The Maintenance Division provides for repairs and preventive maintenance of state highways and the various signs and structures within the highway right-of-way. This includes winter plowing and sanding and year-round repairs to the state highway system.

The Facilities Bureau administers and monitors MDT's long-range building and facility repair and maintenance program. The Bureau prioritizes facility requests from the area offices and coordinates long-range building through the Department of Administration. In addition to field reviewing and evaluating MDT's sites and facilities, the bureau also oversees Helena Headquarters building maintenance, customer service center, and building security.

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***Describe the Job's Overall Purpose:***

This position serves as a Facilities Reviewer and is responsible for advanced project management and research and plan and provision evaluations for statewide facility construction and maintenance. The position manages and evaluates projects during each major phase of delivery; conducts building inspections; conducts professional reviews of plans and special provisions for proposed and active

facilities management projects. The position reports to the Facilities Bureau Chief and supervises custodial services and building maintenance of MDT headquarters facilities.

<b><i>SECTION II - Major Duties or Responsibilities</i></b>	<b><i>% of Time</i></b>
<b>A. <u>FACILITIES PROJECT MANAGEMENT</u></b>	<b><u>50%</u></b>
<ol style="list-style-type: none"> <li>1. Evaluates assigned projects through field reviews during each major phase of delivery and provides professional and technical assistance to department staff and contractors to ensure compliance with established policies, regulations, plans, and project specifications. Determines the need for project changes due to unexpected problems. Develops and promotes uniform contract administration measures; and evaluates project administration and recommends appropriate responses to ensure compliance with established policies, regulations, methods, specifications and promote uniform contract administration statewide. Work with contractors and project staff to resolve problems. This involves investigating and analyzing facilities, equipment, technology and other deficiencies in order to form conclusions or identify areas needing further research by specialty work units, coordinating problem resolution between work units, and monitoring overall progress of projects.</li> <li>2. Oversees and evaluates proposed facilities maintenance, safety, and other aspects of plans to ensure compliance with established State and federal contract requirements, building codes, and department facilities management requirements. Coordinates viable solutions with various sections, bureaus, and divisions within the department as well as staff within other agencies to identify information needs and develop responses.</li> <li>3. Monitors projects through inspections during each major phase of delivery and provides professional and technical assistance to department staff and contractors to ensure compliance with project plans, specifications, building codes, safety protocols, Department policies, and other regulations.</li> <li>4. Determines the need for project design changes due to safety, personnel, or material problems. Work with contractors and project staff to resolve problems at the lowest level possible. This involves investigating and analyzing problems in order to form conclusions or identify areas needing further research by specialty work units, coordinating problem resolution between work units, and monitoring overall progress.</li> <li>5. Develops alternatives and innovative approaches to complex facilities problems (e.g., unexpected site conditions, material flaws, safety concerns, etc.). This involves advanced facilities management, research, and coordination among various department work units to identify efficiencies and resolve maintenance and engineering deficiencies.</li> <li>6. Provides technical oversight, advice and guidance to Districts on facilities management issues to identify how they relate to project needs and activities. Conducts research into project alternatives and requirements to develop responses to identify suitable product or service alternatives. Develops changes in scope and draft clarifications and addenda. Provides facilities management advice and technical assistance to District Offices, individuals, contractors, and others regarding project plans and maintenance practices; contractor monitoring; and regulations, codes, and criteria.</li> <li>7. Plans and implements strategies for responding to emergency situations resulting from environmental circumstances (e.g., floods, fires, molds, etc.), hazardous materials, and other circumstances. Coordinates emergency responses, insurance recovery, and repair/mitigation of damage to facilities.</li> </ol>	

8. Directs and oversees ongoing custodial maintenance schedules and activities of subordinate positions to ensure a clean, healthy, and safe environment for staff and visitors. This includes developing or approving preventative and cyclical maintenance schedules; identifying and apprising staff of safety, hygiene, security, and other concerns; and monitoring work to ensure quality and efficiency.
9. Corresponds with State, City, County and federal agencies to obtain or furnish information regarding facilities projects and MDT and federal standards and requirements for materials and building specifications. Provides assistance to cooperating agencies on facilities management, materials, contract administration, and related activities. Serves as a contact and information point for Division staff and other MDT divisions on facilities standards and specifications (ie local and state building codes).
10. Develops and conducts analytical reports covering any or all aspects of facility review, delineating problems and recommending corrective actions. Disseminate and discuss findings with the Maintenance Administrator, Facilities Bureau Chief, field staff, and other agency personnel to initiate corrections, deliberate alternatives, and implement solutions. Reviews design plans and specifications, reviewing facility certifications, environmental compliance and interviewing project managers to isolate and identify project problems and causation.
11. Provides technical advice, troubleshooting, and training in the administration of contract and building specifications, quality assurance processes and equipment. Provides on-site assistance and trains and guides departmental employees through the technological advances in facilities management and materials and acts as a contact for the development of statewide policies and procedures including research and analysis of new facility practices and materials.
12. Develops and administers facility contracts by developing procurement plans and working with the Administration Division Purchasing unit to coordinate bid solicitations and selection process,
13. Monitors contracts to ensure conformance with terms and conditions of individual agreements, reviews work procedures, monitors quality of supplies and services; and performs inspections. Identifies and resolves errors, discrepancies, and contract deficiencies to ensure conformance with project schedules and stipulations. Responds to contractor inquiries and provides consultation and technical assistance related to policies, procedures, priorities, and other information.
14. Reviews requests for change orders and provides preliminary change order approval. Determines whether proposed changes are within the scope of the original agreement; negotiates terms of change orders; calculates time and cost impacts of proposed changes; evaluates project plans and specifications for conformance with contracted terms and overall adequacy, quality, and safety; and consults with specialty work units in the department to resolve problems.
15. Provides advice and guidance to Districts on the evaluation and analysis of contract claims (i.e., policy, precedents, specifications, etc.), particularly those related to facilities. This involves researching, compiling, and presenting pertinent information in professional and accessible formats; conducting investigations of claims, plans, and specifications; documenting findings; developing legally defensible conclusions; and recommending appropriate actions.
16. Develops and promotes uniform contract administration measures related to facilities, procedures, safety measures, and other project elements to ensure full compliance with all requirements for federal aid. Monitor the effectiveness of contract administration policy and procedures and makes recommendations to improve efficiency or cost effectiveness.

**B. RESEARCH AND DEVELOPMENT****10%**

1. Researches and evaluates innovations in building systems, equipment, and materials to determine their applicability to State and department operations. Communicates new specifications and requirements to department staff, contractors, and others to ensure adequate support for and understanding of facilities management needs and requirements. Evaluates new equipment and methods of the industry to recommend modifications to materials specifications, methods, and technologies.
2. Implements and monitors strategies for statewide implementation of new facilities management methods, new materials, and sampling and testing methodologies. Assesses facility management plans and operations, staff training and readiness, contractor ability to produce, economic impacts on contractors, maintenance costs, safety, environmental and other issues. Coordinates training activities with other divisions, and contractors as needed.
3. Determines professional training needs, develops training materials, and presents new technical information on materials, equipment, methods, new regulations and requirements and provide other information as necessary. This involves assessing staff competencies; researching, compiling, and analyzing pertinent information; developing training programs and curricula; and presenting information during seminars and in the field.
4. Coordinates facility standards development, research, and information exchange with appropriate personnel to recognize trends, determine their applicability to MDT.
5. Directs the preparation of studies, summaries, research, and special reports related to facility management projects, policies, and standards to ensure that sound judgment and management practices are incorporated in all department processes. Provides technical expertise and information to appropriate design, construction, materials, and facility personnel on management, design and specifications, safety, and related issues. Meets with research teams to organize project direction, goals, and priorities; analyzing research data at each phase of project development; and writing and distributing findings, including conclusions recommended courses of action.

**C. PLAN AND PROVISION EVALUATIONS****25%**

1. Conducts initial review and comprehensive assessments of facility plans prepared by others to determine the level of compliance with regulations and determine interrelationships and site requirements. Assesses plans to ensure that project requirements and control standards are established in compliance with specifications and standards. Conducts research into past department projects and precedents; assesses current materials, level of effort, and resource requirements and economics; performs advanced project modeling work using facility management concepts and computer tools; examining and synthesizing complex reports, plans, and site characteristics to determine adverse effects and solutions; and assesses various facility management methods to ensure compliance with state and federal requirements.
2. Reviews facilities project proposals, project precedents, recent developments and innovations, and project needs to assess the time and cost parameters of proposed projects, ensure that proposals are compatible with past projects, and determine whether or not project objectives and outcomes are well-defined. Identifies areas of non-compliance and recommends solutions, amendments, or delays as appropriate.
3. Evaluates proposed facilities management, materials, safety and other aspects of plans to determine compliance with professional standards; and ensure compliance with established state and federal contract, materials, and facility management requirements. Coordinates viable

solutions with various sections, bureaus, and divisions within the department as well as staff within other agencies to identify information needs and develop responses.

4. Provides technical consultation and advice to Divisions and maintenance staff on project standards and material requirements to identify how they relate to project needs and activities. Develops unique solutions to large and specialized procurement processes by analyzing the scope of proposed projects and interviewing project managers, field facility crews, specialists, and others to synthesize information regarding project needs. This involves conducting research into project alternatives and requirements to develop responses and may involve negotiations with contractors to identify suitable product or service alternatives that are more cost-effective. Develops changes in preliminary scope of work and drafts clarifications and addenda.
5. Reviews facility project specifications, standards, and contract administration policies to develop recommendations to make them more efficient and effective. Evaluates inspection practices to keep them current with industry standards.
6. Performs analysis of value-based proposals to determine if similar project results can be attained in a more cost-effective manner. Reviews and assesses proposed alternatives to determine optimum locations and test parameters.

**D. SUPERVISION**

**10%**

1. Directly supervises trades and technical staff by reviewing and revising overall work plans, priorities, and procedures and monitoring progress through meetings and consultations. Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of Bureau goals.
2. Establishes and approves overall responsibilities and allocation of positions. Recommends and justifies requests for additional personnel as necessary.
3. Determines training needs of staff through analysis of program effectiveness; new specifications, technologies, and policies; and staff performance. Prepares, presents, and/or coordinates training through personnel specialists, training offices, or outside consultants to ensure that modern technologies and operational strategies are available.
4. Identifies staffing needs, recruits and hires employees, and allocates human resources to adequately support ongoing building systems operations and activities. Ensures compliance with State and federal employment and civil rights laws throughout the hiring process, assigning personnel screening and selection committees, reviewing results and making final recommendations for hiring, and ensuring proper training and orientation of new employees.
5. Determines professional training needs, develops training materials, and presents new technical information on materials, equipment, methods, and programs to District and field facility staff. Assesses staff competencies; researching, compiling, and analyzing pertinent information; developing training programs and curricula; and presenting information during seminars and in the field.
6. Evaluates the performance of positions directly supervised and completes performance evaluations. Recommends, implements, and monitors corrective actions including discipline and termination. Enforces disciplinary policies to ensure consistency in the application of disciplinary actions.

7. Ensures that staff complies with State and Department personnel rules, regulations, and policies. Resolves grievances at the lowest level whenever possible.

**E. OTHER DUTIES**

**05%**

This position performs a variety of other facilities management, contract administration, and other activities as assigned by the Facilities Bureau Chief in support of the department mission and division objectives. This includes exchanging information with contractors, agency staff, and the public; providing training, education, and professional and technical assistance; directing special projects, planning and directing meetings and conferences; and attending ongoing education and training as directed.

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***Which of the duties and/or specific tasks listed are considered “essential functions” that must be performed by this position (with or without accommodations)?***

The following duties are considered essential functions because they require specialized expertise and skill and are the primary reasons the job exists:

Duty A: Facilities Project Management  
Duty B: Research and Development  
Duty C: Plan and Provision Evaluations  
Duty D: Supervision

The following mental and physical demands are associated with these essential functions:

**PHYSICAL**

- Lifting heavy objects (materials, equipment, etc.) up to 60 lbs.
- Ability to walk over uneven terrain or in water
- Operating a personal computer
- Communicate in writing, in person, and over the phone

**MENTAL**

- Ability to manage multiple tasks with varying priorities
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Decision making that affects public health and safety
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Negotiating
- Synthesizing

Predominant work is performed in both office and field environments, involving:

- Exposure to loud noises
- Exposure to caustic and/or hazardous materials
- Exposure to high temperature substances

**Does this position supervise others?**    ☒ Yes    ☐ No

**Number directly supervised:**        7.0

**Complexity level of the positions supervised:** various

**Position Number(s) of those supervised:**

41012 Custodian B-5

41013 Custodian B-5

41016 Custodian B-5

41017 Custodian B-5

41022 Custodian B-5

41048 HQ building maintenance

41010 HQ building maintenance

***This position is responsible for:***

☒ Hiring

☐ Firing

☒ Supervision

☐ Pay Level

☒ Performance Management

☐ Promotions

☒ Discipline

☐ Other:

***Attach an Organizational Chart.***

ATTACHED

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***SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.***

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**Critical knowledge and skills required for this position:**

**KNOWLEDGE:**

This position requires advanced knowledge of concepts and theories of building systems design, inspection, diagnosis, and repair; system calibration, testing, operation, and maintenance; construction practices and procedures; occupational and environmental safety protocols; and applicable Department, state, and federal standards and requirements. The position also requires trade-level knowledge in one or more of the following areas: electrical, plumbing, structural, concrete, refrigeration, or related building systems. Project management requires knowledge of planning, budgeting, and contract administration.

**SKILLS:**

This position requires skill in reading and design and diagnostic schematics, operations manuals, and technical specifications; calibrating and configuring specialized electronic and mechanical systems; volt meters, soldering irons, and other tools used for equipment calibration, maintenance, and repair; and communicating effectively verbally and in writing. The position also requires skill in testing, diagnosing, and resolving technical problems; planning and coordinating work with utilities, contractors, and other state agencies; operating personal computers and specialized software.

**Education:**

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No education required                | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent    | <input checked="" type="checkbox"/> Related Bachelor's Degree            |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree                         |

**Please specify the acceptable and related fields of study:**

**Required/Acceptable:** Engineering (Civil or Mechanical), construction technology, business management.

**Experience:**

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- |   |   |
|---|---|
| <input type="checkbox"/> No prior experience required | <input checked="" type="checkbox"/> 4 years |
| <input type="checkbox"/> 1 to 2 years                 | <input type="checkbox"/> 6 years            |

**Other specific experience:** The position requires at least four years of experience in facilities management, project management, and/or building systems, including one year of supervision or management experience.

**Alternative Qualifications:**

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

**Alternative qualifications include:** Candidates with specialized training or experience in building trades, facilities management, building inspection, or directly related fields may substitute experience for education on a year-for-year basis.

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***SECTION IV – Other Important Job Information***

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None specified.



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**SECTION V – Signatures**

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Signature indicates this statement is accurate and complete.

***Employee:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Immediate Supervisor:***

Name: Kim Janzen \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Division/District Administrator:***

Name: Jonathon Swartz \_\_\_\_\_ Title: Maintenance Division Administrator

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Department Designee:***

Name: Brent Rabe \_\_\_\_\_ Title: Human Resources Administrator

Signature: \_\_\_\_\_ Date: \_\_\_\_\_